

**The City of Carlsbad - Parks and Recreation Department**

**REQUEST FOR STATEMENT OF QUALIFICATIONS:**

**RESIDENT CARETAKER(S)**

**LEO CARRILLO RANCH HISTORIC PARK**

**TITLE:** RESIDENT CARETAKER(S)

**DEPARTMENT:** RECREATION

**BACKGROUND:**

The City of Carlsbad established a Resident Caretaker program at Leo Carrillo Ranch Historic Park (Ranch) in 1978 where a Caretaker was provided occupancy and use of an on site residence with paid utilities in exchange for work performance at the Ranch. In 2007, a vacancy occurred in the Resident Caretaker position. The City desires to fill the Resident Caretaker position in November 2008.

Leo Carrillo Ranch Historic Park is seeking an Independent Contactor(s) to fill the Resident Caretaker position. The Resident Caretaker responsibilities may be filled by an individual or shared by a couple, where applicable. In exchange for an estimated 25–30 hours of site specific work each week, the City will compensate the Independent Contractor/Resident Caretaker(s) by permitting the use and occupancy of an unfurnished two bedroom/two bathroom (1,752 square foot) manufactured home, electrical utilities paid, on the park property located at 6200 Flying LC Lane, Carlsbad, CA 92009 (Property), in addition to a \$5000 annual stipend payable in equal monthly installments.

The appraised value of lodging (\$19,200) and the yearly stipend (\$5,000) provided by the City of Carlsbad will be reported annually to the Internal Revenue Service (IRS) on form 1099-MISC.

**SCOPE OF SERVICES:**

The Resident Caretaker(s) will be responsible to perform the following:

Grounds Maintenance: Mowing, Weeding, Raking, Sweeping, Trimming, Fertilizing, Planting, Basic Irrigation, Erosion Control and Trash Collection

Building Maintenance: Restroom Cleaning, and Semi-Skilled Maintenance and Repair of Facilities and Equipment; Maintain Caretaker Residence, and Surrounding Grounds in Good Condition

Visitor Services: Provide Guided Historic Walking Tours of Carrillo Ranch, Staff Museum and Visitor Center, Greet Park Visitors, Facility Opening and Closing

“Eyes and Ears”  
Security and Patrol: Patrol, Surveillance, and Condition Report of City Property within Designated Park Boundaries, Respond to Building Alarms, and Contact appropriate personnel, Agencies, and/or Carlsbad Police Dispatch

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Basic methods of tools, materials, and equipment used in landscape maintenance, building maintenance and light to moderate construction work
- Basic historic site programming and operations
- Safe work practices

#### **Ability to:**

- Properly and safely use hand and light power tools required in general grounds and maintenance work
- Perform manual labor
- Understand and carry out oral and written directions in English
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate clearly; both orally and in writing
- Work independently and responsively to facility needs
- Conduct tours of the facility

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

Resident Caretaker(s) must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 25 pounds and to perform sustained physical labor. Resident Caretaker(s) must be willing to work outdoors in all weather conditions. The 27 acre park includes dirt roads, steep slopes, trails, landscaped and native plant communities, and numerous historic buildings and structures.

### **SPECIAL REQUIREMENTS/CONDITIONS OF USE:**

- Resident Caretaker(s) must be available to work an estimated 25–30 hours per week, including Saturday and Sunday mornings, special events, and at other scheduled times to be arranged.
- Resident Caretaker(s) must possess a valid California driver's license, and submit an evidence of driving record when requested.
- Personal vehicles parked on site by the Resident Caretaker(s) must be currently registered, insured, and able to be moved from the site in an emergency situation.
- **Any structural (interior or exterior) or landscaping additions/changes to the residence or grounds of any kind must be approved in advance by the Recreation Services Manager and Parks Superintendent, via the Recreation Services Manager.**
- Resident Caretaker(s) may include the Independent Contractor's spouse, or significant other. The spouse or significant other will not be entitled to receive any compensation whatsoever that is separate or apart from the independent contractor/Resident Caretaker. Children of the independent contractor(s) are permitted; however, at age 18, they must sign up as a Resident Caretaker, and complete an *Acceptance of Non-Tenant Status*, or they must vacate the site.
- At the conclusion of the applicable contract term or on early termination, the Resident Caretaker will not be entitled to any relocation benefits and must remove, at the Resident Caretaker's own expense, all personal property and vacate the Residence and Property by the termination date. There shall not be any "holdover" arrangements or status granted.
- The Resident Caretaker(s) is/are **not** an employee(s) of the City of Carlsbad; rather they are Independent Contractor(s) and is/are responsible for it/their own benefits, including insurance and all tax consequences related to this position.
- All pets must be disclosed and approved by the Recreation Services Manager. **Dogs are prohibited on park property (11.32.030 (23) CMC).**
- All overnight guests visiting the site must be registered in advance with the Recreation Services Manager. Overnight guests are limited to a maximum of 14 days each, per calendar year.
- The Park's Conditional Use Permit (CUP) requires that designated quiet hours must be observed. Quiet hours are 8:00 p.m. to 7:30 a.m. Sunday through Thursday, and 10:00 p.m. to 7:30 a.m. on Friday and Saturday.

### **APPEARANCE AND GROOMING:**

The Ranch is part of the Carlsbad public park system and the Resident Caretaker(s) needs to be clearly identifiable to the public. Therefore, the following dress code policy applies to the Resident Caretaker(s):

- Resident Caretaker(s) must be well groomed with a high standard of attire that is clean, neat and professional in appearance at all times.
- Resident Caretaker(s) must wear nametags while performing facility or program responsibilities.

### **SERVICE CONTRACT:**

The City and Independent Contractor/Resident Caretaker(s) will enter into a contract for one (1) year, with two one (1) year extensions available at the sole discretion of the City Manager or designee. Contract extensions are neither automatic nor guaranteed. The Resident Caretaker(s) will be notified of the City's decision regarding contract extensions and renewals at least 45 days prior to the anniversary date.

In the event that the City and Resident Caretaker(s) extends the contract term, by annual renewals, to the full three years, at the end of 30 months (2 ½ years in the maximum term of the agreement) the Resident Caretaker(s) will be required to submit a new proposal to be considered in the future Request for Proposal (RFP) process.

Additional terms and conditions will include, but are not limited to, the above Special Requirements/Conditions of Use and Appearance and Grooming Standards.

### **BACKGROUND INVESTIGATION AND SCREENINGS:**

A background check, at the City's expense, will be required and performed by the Carlsbad Police Department. The background check is a compilation of public records including criminal history information and fingerprinting. Applicants must give their permission with a signed consent and release of liability form prior to a background check. A Tuberculosis (TB) test will also be required prior to the assignment. Any applicant not completing or unwilling to submit to a background check and TB test when requested by the City will not be considered for the position.

### **POSITION PROCUREMENT PROCEDURE:**

Interested individual(s) should prepare and submit a written response to this Request for Statement of Qualifications based upon the information listed in the Scope of Service and Qualifications sections. A selection committee will consider all proposals and select one to five semi-finalists. These semi-finalists will be invited to interview and make a presentation to the committee prior to final selection. The City of Carlsbad reserves the right to solicit additional statements and select or decline any number of submissions.

Please include the following information in your Statement of Qualifications:

1. A letter of interest (two pages maximum) that explains why the Independent Contractor(s) is professionally qualified and able to provide the services outlined in the Scope of Work and Qualifications above.
2. Additional information on the Independent Contractor(s) experience in providing comparable services as outlined in the Scope of Work and Qualifications sections.
3. Names and phone numbers of three professional references.

### **SELECTION CRITERIA:**

The following criteria will be used to evaluate proposals:

- Experience with general grounds maintenance duties
- Experience with basic building maintenance duties
- Ability to provide basic visitor services and interaction with the public
- Experience with providing outstanding customer service
- Ability to provide “eyes and ears” security and patrol

### **SUCCESSFUL APPLICANT:**

Chosen applicant will be required to sign, in addition to other documents, an Independent Contractor Professional Services Agreement with the City of Carlsbad.

### **TIMELINE**

**Deadline for Request for Proposals submittal:** **October 27, 2008**

Announcement of semi-finalists and interviews: Week of  
November 17, 2008

Send responses to: Mick Calarco  
City of Carlsbad Recreation Department  
799 Pine Avenue, Suite 200  
Carlsbad, CA 92008

**Questions regarding this Request for Qualifications for Resident Caretaker(s)/Independent Contractor, Please Contact: MICK CALARCO at: (760) 434-2859, or via email at [mcala@ci.carlsbad.ca.us](mailto:mcala@ci.carlsbad.ca.us)**